GUIDELINES FOR PRESERVATION DISTRICTS AND LANDMARKS
(See Chart Also)
(Resolution No., Series 1979, as adopted by the Board of Aldermen)

I. REPAIRS AND MAINTENANCE

A. No Commission approval is required for the repair and maintenance of any exterior building feature when such work exactly reproduces the existing design and is executed in the existing material. When a building has had an addition and/or an alteration differing from the original design elements of the structure, the owner is strongly encouraged to consult with the Commission staff prior to making any repairs, thereby possibly protecting or enhancing the owner's investment and improving the relationship and harmony between the architectural elements.

B. No Commission approval is required for the installation of permanently fixed brackets or standards to display flags or for house numbers, mail boxes, small porch lights, kick plates, or door knockers.

C. No Commission approval is required for the installation of storm windows, screens, and/or doors constructed of a narrow frame or of the same color as the adjoining trim and which, when installed, will not alter the visual effect of the openings.

D. Fire escapes, not in the street-yards or not blocking a street-yard view of the building, may be approved by the staff when the construction is unobtrusive and is painted to harmonize with the background. If the Fire Prevention Bureau requires a fire escape to be located in a street-yard, the Chairman of the appropriate ARC and the staff, after coordination with the Bureau and the applicant, shall determine the best solution and approve the application.

E. Installation of canvas awnings and canopies of a simple design and of a color compatible with the structure may be approved by the staff. Installation of metal awnings must be reviewed through the established hearing process.

F. In areas visible from the street, wrought iron fencing and security grilles of a simple design may be approved by the staff. Staff approval may also be granted for the construction of low retaining walls in brick or poured concrete.

II. SIMULATED MATERIALS

A. The Commission will rarely approve the installation of simulated materials on the front or public facade of any structure in a preservation district or on any individual landmark, except that consideration will be given to its use on cornices and their returns when the work can be demonstrated to duplicate the original details and appearance.

B. Staff approval may be given for installation of simulated materials on portions of the structure not facing any street if the following criteria are met:

1. When simulated material is used to replace an original material, it must duplicate the original in width, depth, profile, and general appearance.

2. On additions or detached structures where the existing material is not of the vernacular of the district or landmark, the simulated material should be compatible with that which is natural to the district.

3. Corner boards must be retained in the original width. Decorative details such as fish-scale siding, ornate window trim, etc., must not be removed or their distinctive character destroyed. Artificial wood grain effects will not be approved by the staff.

C. Installations which do not conform to B. above, must be reviewed through the established hearing process.

III. PAINTING

A. No Commission approval is required for painting any material other than masonry.

B. Commission approval is required for painting unpainted masonry -- stone, brick, terra-cotta, and concrete.

C. No Commission approval is required for painting previously painted masonry its existing color or a color closely matching the original natural color of the material. Painting any other color requires staff approval.

D. Advice and counsel from design professionals regarding color selection is available without charge by calling 587-3501.

IV. ROOFS AND GUTTERS

A. Owners are encouraged to maintain slate, tin, and tile roofs and overhanging cornices with built-in gutters. However, when repairs prove to be infeasible, the staff may approve the following:

1. The replacement of slate, tin, or tile roofing material with slate grey, charcoal, or black composition shingles. All other roof colors require Commission approval.

2. Roofing over a built-in gutter and applying an appropriate style gutter from the overhang, leaving the original cornice details intact.

B. Installation of skylights which are not visible from any street may be approved by the staff.

V. WINDOW AND DOOR CHANGES

A. Installation of stained or leaded glass windows may be approved by the staff.

B. Window and door changes not visible from any street may be approved by the staff if the changes meet the following criteria:

1. New windows and doors must be compatible in height, width, and style with original windows and doors. Lintels and sills shall be added which are characteristic of the structure.

2. If doors and windows are to be removed on brick structures, brick, toothed in to match or recessed to express the opening, should be used. Lintels and sills should be retained where the recessed approach is taken.

3. If windows and doors are to be removed from frame structures, siding to match the existing should be used and members placed across and randomly extended beyond the opening.

4. On some structures, fixed shutters may be appropriate to close an opening.

C. Work which does not meet these criteria must be reviewed through the established hearing process.

VI. LANDSCAPING

A. Commission approval is required for tree removal except when directed by the City Forester.

B. No Commission approval is required for landscaping, tree planting, tree trimming and pruning.

VII. REAR YARD IMPROVEMENTS

No Commission approval is required for rear yard improvements including fencing, landscaping, decks, etc., not visible from any street at the ground level, which do not necessitate alterations to the main structure or to a detached structure.

VIII. ADDITIONS OR ALTERATIONS

Removal of an addition or alteration to a structure which is not original may be approved by the staff.

IX. SIGNS

A. Staff approval may be granted for the installation of signs.

B. No Commission approval is required for the removal of signs.